



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Public Service Commission Transportation Rates & Services Division 1007 Virginia Avenue, Suite 300 Hapeville, Georgia 30354	Application Number 83-881	
Application Number		Date Received AUG 1 1983	Date Completed NOV 2 1983

2. Person to Contact Susan Davis Working Title Principal Secretary IV Telephone Number 761-0775

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest 1973 Latest 1982
present

5. Records Series Title (followed by title used in office, if different)

Household Goods and Motor Carrier Complaints

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

See attached for description in detail

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

Investigating

Complaints filed by individual or shippers relative to the moving of household furniture or commodities by moving companies or motor carriers regulated by the Public Service Commission.

Included are:

including Internal forms used for recording info regarding complaint, Dates of actual move, nature of complaint; copies of letters and correspondence relative to shipment or move; and final disposition of complaint.

File is arranged:

Alphabetically. by name of company.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old seldom; Seven to twelve months old seldom; Thirteen to twenty-four months old almost never;
twenty-five months and older never?

9. Annual Rate of Accumulation of Records

Letter-size drawers 2; Legal-size drawers; Shelves; Other (specify)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☒ Transfer to local holding area; hold 1 year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Horace J. Hartley</i>	<i>8-1-83</i>	<i>Don Mullan</i>	<i>8-10-83</i>
State Records Committee (Signature)		Date	
State Auditor/Designee	<i>Wm. J. Lavel</i>		<i>10/12/83</i>
Secretary of State/Designee	<i>Edward Ueland</i>		<i>9/30/83</i>
Attorney General/Designee	<i>Wm. J. Lavel</i>		<i>10-23-83</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)